TORCH LAKE TOWNSHIP

ANTRIM COUNTY, MICHIGAN

Torch Lake Township

Planning Commission Meeting

Community Service Building

APPROVED Minutes AS PREPARED 5-0

May 8, 2018

**Present:**  PC Members;  Bretz,Goossen, Shoemaker, Kulka (Chair), Carleton (Secretary), Petersen (Board Trustee), Jorgensen (Co-Chair)

**Absent:**

**Others:**   Grobbel, Graber, Windiate

**Audience:**   2 attendees signed in; Rod Bell and Marsha Petersen

**Recording Secretary:** J. Petersen

**1.**    **Call to Order Public Hearing:**

Meeting called to order at 7:03 pm by Kulka

**2.    Public Commentary:**

Kulka asked for any public questions, comments or considerations Rod Bell spoke to the planning commission regarding the M88 Market Tour and this was added to the agenda under new business.

**3.    Consideration of Agenda:**

Kathy Windiate will present after approval of minutes ( new #5) and Rod Bell’s M88 Market Tour discussion will be added as new business under new #9.

Motion by Goossen to approve 5.8.18 agenda with changes. Motion seconded by Shoemaker; Kulka called for vote; motion passed 7/0.

**4.**    **Approval of Minutes of April 10, 2018 meeting minutes**

Motion by Petersen to approve 4.10.18 meeting minutes; motion seconded by Bretz; passed 7/0.

**5.    Kathy Windiate - Township Clerk presentation**

 Kathy addressed the PC regarding new email addresses for PC members, a list was distributed

 Kathy distributed guidelines and discussed what is to be included in meeting minutes

 Kathy also discussed how meeting minutes are approved with and without modification/correction

 and the protocol therein.

**6. Ongoing Reports**

 **6A Zoning Administrator’s Report - Deb Graber**

Graber distributed “land use permits” list and discussed permits to date

Graber distributed “checklist for May 2018” and discussed new permit applications, zoning violations, complaints, status of on-going projects, status of violations, pending appeals, heard appeals and upcoming appeals.

**6B PC Representative to ZBA - Norton Bretz**

Bretz reported that the ZBA would be hearing 3 appeals the following evening at the regularly scheduled ZBA meeting.

**6C Board Representative to ZBA - Bill Petersen**

Petersen reported the board has approved a new commercial marine activity permit, whereas a yearly fee will be imposed on all commercial launching at Torch Lake Day Park ($1000 flat fee for the year with unlimited launching BUT boats must meet size restriction.) Motion detecting cameras have been placed to help enforce with a task group being formed to review footage and recover funds, monitor use and gather data.

**7.    Correspondence, Meetings, Training, Announcements, etc.:**

 Steven Langworthy’s  *ABC’s of ZBA* will be a training seminar held from 6-9pm on October 4, 2018 at TLT for all PC and ZBA members

**8.    Unfinished Business**

Graber distributed letter from Antrim County giving approval following the County Planning Commission Meeting regarding;

**8A Building/Structures (**Draft 3\_14\_18) - Motion by Petersen to send to TLT Board for approval; Motion seconded by Shoemaker; Vote 7/0 Passed. **8B Time Limit for Zoning Appeal (**Draft 3\_14\_18) - Motion by Petersen to send to TLT Board for approval; Motion seconded by Shoemaker; Vote 7/0 Passed. **8C Shall Vs May (**Draft 3\_14\_18) - Motion by Petersen to send to TLT Board for approval; Motion seconded by Shoemaker; Vote 7/0 Passed. **8E Fence Zoning** Draft ver. 6 (3\_14\_18) - at the correction of the Antrim County Planning Commission the word “be” will be added to Draft ver 6 (3\_14\_18) at section 2.27.1 General Requirements paragraph “C” “...shall be screened” (“be” will be added.)

- Motion by Petersen to send to TLT Board for approval; Motion seconded by Shoemaker; Vote 7/0 Passed.

**8D Zoning Administrator & Municipal Infraction issuance**

Graber summarized the proposed amended sections and distributed ver 1(5\_2\_18) AN ORDINANCE TO AMEND SECTION 19.01: ADMINISTRATIVE OFFICIALS; SECTION 22.01 ENFORCEMENT; AND SECTION 22.02: VIOLATIONS AND PENALTY OF THE TORCH LAKE TOWNSHIP ZONING ORDINANCE.

Motion by Petersen to accept and send to county for approval; motion seconded by Shoemaker; vote 7/0 Passed.

**9. Master Plan Update-Chris Grobbel**

 Grobbel distributed the Master Plan in its most recent draft form and reported it has been emailed to all s PC members. Next step is to post the draft on the website. Next is a coordinated plan review followed by two public hearings. Petersen motioned to schedule the public hearing on the dates of June 12 and July 10 along with the regularly scheduled PC meetings; Shoemaker seconded the motion, Vote 7/0 Passed.

**8. New Business**

Rod Bell of “The Bird” in Eastport approached the PC asking what possibility existed in his store participating in the 26 Mile long “M88 Market Tour” - He is hoping to allow a vending area in his parking lot on June 16, 2018 and possible future dates. The PC gathered all pertinent information and asked questions of Mr. Bell and the group showed interest. Petersen made a motion to seek advice from legal counsel; motion was seconded by Goossen; vote 7/0 Passed. Legal counsel will be consulted by Graber and will give Mr. Bell an answer within one week.

**9.  Concerns of the Planning Commission**

Kulka stated he will be placing an issue on the agenda for the next PC Meeting. “Accessory Dwelling Ordinance”

**10.  Public Commentary**

Kulka asked for public comment -

Marsha Petersen 12232 Hjelte Road, Kewadin MI stated she is a lifetime Kewadin resident; 40 year township resident; this is her first PC meeting - she thanked the group and stated she learned a lot and enjoyed the meeting.

**11 Adjournment - 8:42pm**

With nothing further, a motion was made by Petersen to adjourn, the motion was seconded by Jorgensen, final comments were called for by Kulka and a vote was taken to adjourn, passing 7/0.